

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Youth Program Specialist**  
**Department of Economic Development**  
An Equal Opportunity Employer

**Youth Program Specialist – Department of Economic Development, Carroll County Workforce Development**

\$41,018 annually (\$19.72 hourly) (Grade G09), 40 hours per week, *full-time contingent position\**

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Tuesday, May 17, 2022**

The Carroll County Workforce Development (CCWD) is seeking an energetic, customer service minded individual to join our team as Youth Program Specialist. The Youth Program assists young people, ages 14-24, who face significant barriers by providing training and employment opportunities.

As a Youth Program Specialist, you will provide direct service to youth customers including outreach, intake, assessment, job search assistance, case consultations, referral and crisis intervention. You will provide services by implementing an Individual Service Strategy, providing career and educational guidance, career planning and placement services. The Specialist will assist the Youth Program Coordinator with program delivery and development of youth services with primary focus being on working with the public school system and serving customers under the American Rescue Plan Act grant; and developing work and learn and apprenticeship opportunities.

An ideal candidate will have good problem-solving skills, be proficient in Microsoft Office Suite and familiar with social media platforms and will enjoy helping youth customers set and reach training and employment goals.

*See next page for the full job description*

**Qualifications:**

1. Bachelor's degree in Human Services, Social Science, Psychology, or related field
2. Two years' experience in case management, vocational training, and/or working with young adults\*
3. Obtain Youth Worker certification within one year of employment
4. Valid driver's license
5. Requires criminal background record check as condition of employment

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)\*\*
- ✓ Low-cost dental insurance\*\*
- ✓ Paid holidays

*\*Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement.*

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 05/03/2022  
(22-162)

## **YOUTH PROGRAM SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Provide a variety of youth employment and training services to meet the needs of area youth under the Workforce Innovation and Opportunity Act in accordance with Federal, State, and local laws.

### **ESSENTIAL TASKS**

1. Provide direct service to youth customers including intake, assessment, employment development, job search assistance, case consultations, referral and crisis intervention
2. Assist Youth Program Coordinator with design and oversight of youth program
3. Monitor customer participation and maintains files and Maryland Workforce Exchange (MWE) data entry, record keeping and tracking
4. Implement an Individual Service Strategy, answer questions and provide additional information and support to youth customers
5. Provide career and educational guidance, career planning and placement services
6. Assist youth with work and learning opportunities under the American Rescue Plan Act
7. Perform related duties as to specific assignments
8. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Any employee may be identified as Essential Personnel during emergency situations

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Human Services, Social Science, Psychology or related field
2. Two years' experience in case management, vocational training, and/or working with young adults\*

\* A comparable amount of training and experience may be substituted for the minimum qualifications

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to make effective group presentations
2. Read, analyze, and interpret procedures and governmental regulations
3. Respond to inquiries or complaints from employees, citizens, members of the community of regulatory agencies
4. Write reports, curriculum, business correspondence, and procedure manuals
5. Define problems, collect data, establish facts, and draw valid conclusions
6. Work with detail, problem solve and communicate problems
7. Use Microsoft computer software programs and/or other applications

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Requires criminal background record check as condition employment
3. Obtain Youth Worker certification within one year of employment